



LONG TERM CARE RN/LPN SKILLS CHECKLIST

First Name	MI	Last Name
E-mail	Last 4 digits SS#	Date

Instructions: Please check the appropriate column that best describes your experience level for each knowledge competency and skill. Please use the rating scale below to evaluate yourself based on experiences within the last two years.

Self-Assessed Experience Rating Scale

1 = No Experience 2 = Minimal Experience 3 = Performs well/competent 4 = Supervise and Teach

	1	2	3	4
Patients Rights:				
Communicates and obtains information while respecting the rights and privacy and confidentiality of information in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)				
Involves the patient and family and respects their role in determining the nature of care to be provided, including Advance Directives				
Complies with nursing staff responsibility included in the hospital policy related to Organ Donation				
Meets patient and families needs regarding communication, including interpreter services				
Provides accurate information to patient and families in a timely manner				

	1	2	3	4
Neurology				
Neuro assessment / Neuro vitals				
Seizure Precautions				
Halo Traction				
Caring for Patient with:				
Spinal cord injury				
Pre / post Neurological Surgery				
CNS infections				
Parkinsons				
Alzheimers				
Autonomic dysreflexia				
Head injury				
Chronic C.V.A. / T.I.A.				
Rehabilitation of the neuro patient				
Using Glasgow Coma Scale				
Cardiovascular:				
Assessment:				
Capillary refill				
Edema				
Heart tones				
Pulses				
Angina (acute and chronic)				
Assessing and treating orthostatic BP				
Assessing abnormal heart tones				
Antiembolic devices				
Patient with Respiratory Problems				
Assessing the respiratory system including:				
Breath sounds				
Breathing pattern / effort				
Cough effort				
Skin and nail bed color				
Sputum (color / character)				
Care and maintenance of acute airway (nasopharyngeal airway, oropharyngeal airway)				
Administering and monitoring O2 including:				
Nasal cannula				
Mask				
O2 sats				
Demonstrating proper use of the ambu bag				
Care of ventilator dependent patients:				
Suctioning: length of time suctioning hyperventilation				
Ventilator settings				
Documentation				
Caring for a patient with:				
Respiratory failure				
Respiratory infections				
Status asthmaticus				
Respiratory distress syndrome				
Pulmonary emboli				

	1	2	3	4
Patients with Respiratory Problems Cont.				
Tension Pneumothorax				
Tracheostomy				
Use of incentive spirometer				
Gastrointestinal				
Assessing bowel sounds				
Identifying abnormalities				
Caring for patient on total parenteral nutrition				
Inserting / maintaining feeding tubes / NG tubes				
Administering tube feedings				
Abdominal wounds or infections				
Ileostomy / colostomy				
Stool tests				
I&Q: Shift volumes and totals including marking and / or measuring amount of urine, gastric fluid, NG drainage, emesis, diarrhea				
Genitourinary / Renal				
Inserting / maintaining urinary drainage tubes:				
Insertion of foley				
Managing urostomy				
Managing suprapubic Catheter				
Placing condom catheter				
Caring for patients with chronic renal failure				
Caring for patients receiving dialysis				
Assessing fluid and electrolyte problems				
Knowledge of UA values				
Collecting specimens				
Endocrine				
Caring for the diabetic patient:				
Checking capillary blood glucose				
Diabetic teaching				
Treating hypo / hyperglycemia				
Insulin administration				
Hormone therapy				
Musculoskeletal				
Traction				
Braces				
Casts				
Collars				
Slings / splints				
Skeletal and skin traction				
Beds i.e. Clinitron. Roto Rest, Circelectric				
Crutch walking / walkers				
Arthroscopy / Arthrotomy				
Caring for patients with:				
Joint / bone disorders				
Total knee replacements				
Total hip replacement				
Amputation				

	1	2	3	4
Vital Signs and Weights				
Obtaining and recording:				
BP, including orthostatic				
Pulse, radial				
Temperature, oral				
Temperature, rectal				
Temperature, axillary				
Temperature, tympanic				
Respirations				
Weight, pounds and kilograms				
Use of electronic VS equipment:				
Automatic BP machine				
Electronic thermometer				
Recognizing cardiac arrest				
Cardioversion defibrillation				
Activating code team				
Bringing emergency equipment to room				
DNR status				
Applying oximeter				
Scale use:				
Standing				
Chair				
Bed				
Recording and reporting information				
Hygiene / Skin				
Risk factors for skin breakdown				
Observing, recording, and reporting pressure points for redness or breakdown				
Recording and reporting hygiene / skin / breakdown				
Bathing / daily hygiene:				
Bathing (shower / tub / arjo)				
Use of shower chair				
Use of bath / shower boat				
Oral care including patients who are NPO, comatose, with dentures				
Peri care				
Foot care for patients with impaired circulation or sensation				
Incontinence care				
Shaving and precautions				
Use of pressure and friction reduction devices:				
Special beds / mattresses				
Heels and elbow protection				
Foot cradles				
Nutrition				
Estimating intake				
Setting up for meals				
Aspiration precautions				
Nourishments				
Feeding patients				

	1	2	3	4
Nutrition Cont.				
Counting calories				
Fluid restriction				
NPO				
Recording and reporting nutrition information				
Care Routine				
New admissions and transfers:				
Room preparation				
VS. height and weight				
Inventory and disposition of belongings, use of checklist				
Room orientation, call bell				
Basic comfort measures				
Preparing for and explaining routines to patient				
Post mortem care				
Safety and Activity				
Determining patient ID				
Identifying and responding to safety hazards				
Determining need for additional help				
Recognizing abuse (substance, physical, emotional etc.)				
Maintaining clean, orderly work area				
Handling hazardous material				
Proper body mechanics				
ROM exercises				
Transferring to bed, WC, commode, etc. with or without device				
Turning and positioning				
Ambulating with or without device				
Patient safety module				
Reporting broken equipment				
Use of hoist lift (dextra / maxi)				
Bed operation				
Use of wheel lock				
Use of alarms (bed, patient, unit)				
Use of call light				
Application and documentation of restraints:				
Belt, including seat belt				
Wrist / ankle				
Vest				
Use of seizure pads				
Infection Control				
Proper use of specific barrier methods:				
Gloves				
Gown				
Mask / goggles				
Protective / reverse isolation				
Body substance isolation				
TB Precautions				
MRSA precautions				
Hand washing				

	1	2	3	4
Infection Control Cont.				
Infectious / hazardous waste disposal				
Supply / equipment disposal				
Use of disposable thermometer				
Use of CPR mask / bag				
Disposal of sharps				
Lines Skills				
Venipuncture for specimen				
IV therapy including:				
Starting IV				
Changing IV sites				
Changing IV dressing				
Changing IV tubing				
Administering fluids on continuous IV pumps				
Setting up and monitoring PCA				
Administering blood and blood products				
Obtaining central venous / peripheral venous blood				
Using PICC, Hickman, Triple Lumen cath				
Set up and monitoring for tpn				
Medication and Administration				
Knowledge of indications, actions, contraindications, side effects, methods of administration, calculation of dose, rate of infusion, caring for and monitoring patient receiving the following:				
Cimetidine (Tagamet)				
Diazepam (Valium)				
Digoxin (Lanoxin)				
Duramorph				
Furosemide (Lasix)				
Heparin				
Insulin				
Lorazepam (Ativan)				
Morphine				
Naloxone (Narcan)				
Nitroglycerine				
Pentobarbital				
Phenytoin (Dialantin)				
Potassium Chloride				
Terbutaline				
Theophylline				
Verapamil (Calan)				
Oral medications				
Topical medications				
Suppositories:				
Vaginal				
Rectal				
Ordering meds				
Other Skills				
Obtaining cultures from septic work-up (blood, sputum, urine, catheter tips)				

	1	2	3	4
Other Skills Cont.				
Caring for patient using Jehovah Witness protocol				
Overbed frame safety				
Specialty beds (i.e. Kinair)				
Hospital transport				
Providing education to patient's family related to medical condition, self care, and health care habits				
Communicating discharge needs and arrangements for support through appropriate documentation				
Coordinating multidisciplinary plan of care and initiating interdisciplinary referral for identified patient needs				
Preparing patient for surgery				
Clearly communicating the plan of care, patient responses and outcomes in the patient record according to standards				
Assigning or delegating tasks to another for which that person is prepared and qualified to perform i.e. LPN's or CNA's				
Using computerized tools effectively				
Communication				
Using appropriate abbreviations				
Identifying need for alternate communicating mechanisms				
Communicating to charge RN:				
Changes in patient condition				
Patient needs, complaints, and concerns				
Unusual incidents				
Reinforcing RN teaching with patient				
Selecting and using forms appropriately				
Using alternative communication tools / devices				
Unit Activity				
Identifying unusual incidents on the unit that require reporting				
Locating and using appropriate reference materials: hospital, patient care, and unit standards manuals, procedure textbook				
Charging for patient care items				
Completing risk management reports as needed				
Obtaining needed supplies and equipment				
Using telephone system				

	1	2	3	4
Miscellaneous				
Knowledge of serum lab values including:				
Chem 7, Chem 10				
CBC				
Serum drug levels				
Pain management				
Caring for drains / tubes (i.e. Hemovac, Penrose)				
Monitoring and assessing I & Q				
Performing complex dressing changes				
Alert charting				

Experience Areas, Record Years/Months of Previous Experience (Check all that apply.)					
<input type="checkbox"/> Medical / Surgical	Years:	Months:	<input type="checkbox"/> Hospice	Years:	Months:
<input type="checkbox"/> Rehabilitation	Years:	Months:	<input type="checkbox"/> ICF	Years:	Months:
<input type="checkbox"/> Skilled	Years:	Months:	<input type="checkbox"/> Alzheimer's	Years:	Months:
<input type="checkbox"/> Acute	Years:	Months:	<input type="checkbox"/> Other	Years:	Months:

Credentials (Check all that apply.)	
<input type="checkbox"/> Oncology	<input type="checkbox"/> Charge Experience
<input type="checkbox"/> IV certified	<input type="checkbox"/> Other

Reviewed by: _____